

# SEMP COMPLIANCE QUESTIONNAIRE

## Element 6: Safe Work Practices

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_

Additional Information about Auditee and Audit Site:

Auditors:

No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
1	P	Does the management program require that written safe work practices be established and implemented? <b>Example Expectations:</b> 1. Written plan providing for the safe conduct of operating, maintenance, and modification activities. 2. Verification through interviews that these safe work practices are readily available and being practiced.		RP 75, 6.1	

Question Codes: F -- Facility Related; P -- Program Related; B -- Facility and Program Related.  
Finding Codes: C -- Conforming; N -- Non-conforming; NA -- Not Applicable.

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No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
2	P	<p>Does the management program provide guidelines for the selection and performance evaluation of contractors?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. Written processes or procedures for use in selecting contractors and to evaluate their performance.</li> <li>2. Written guidelines delineating the types of information to collect concerning the contractor's policies, practices, and performance.</li> </ol>		RP 75, 6.1, 6.4	
3	P	<p>Does the management program require an agreement between the company and the contractor on the appropriate safety and environmental management policies at the facility or facilities?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. Written guidelines requiring such agreements.</li> <li>2. Evidence that such agreements have been made (written documents, statements by contractors).</li> </ol>		RP 75, 6.1	

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4	P	<p>Do the safe work practices specifically cover the following:</p> <ul style="list-style-type: none"> <li>a. opening of equipment and piping,</li> <li>b. lockout and tagout of electrical and mechanical energy sources,</li> <li>c. hot work and other work involving ignition sources,</li> <li>d. confined space entry, and</li> <li>e. crane operations?</li> </ul> <p><b>Example Expectations:</b></p> <ul style="list-style-type: none"> <li>1. Written guidance covering these activities, if applicable to the facility.</li> </ul>		RP 75, 6.2	
5	P	<p>Is a work authorization system implemented for tasks involving items a-d under question 4?</p> <p><b>Example Expectations:</b></p> <ul style="list-style-type: none"> <li>1. Written guidelines on the work permitting process.</li> <li>2. Copies of completed work permits.</li> <li>3. Confirmation through interviews of employee knowledge of the work permit system.</li> </ul>		RP 75, 6.2	

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6	B	<p>Does the work authorization system provide for adequate communication of these activities, including unfinished work, to shift change and replacement personnel?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. Written guidelines are available covering communication.</li> <li>2. Confirmation through interviews that these activities are adequately communicated.</li> </ol>		RP 75, 6.2	
7	P	<p>Does the management program contain provisions for updating the safe work practices to meet the most current applicable federal, state, or local regulations or flag state requirements?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. Written guidance for updating work practices for regulatory compliance.</li> <li>2. Comparison between safe work practices and applicable regulations to determine currency.</li> </ol>		RP 75, 6.2	
8	P	<p>Is there a process in place for hazardous material communication and management that conforms to regulatory requirements?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"> <li>1. A written HazCom program.</li> <li>2. Material safety data sheet files.</li> <li>3. Employee interviews confirming awareness of material safety data sheet files and their location.</li> </ol>		RP 75, 6.3	

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No.	Q. Code (F/P/B)	Questions and Expectations	Finding (C/N/NA)	Refs.	Observations
9	B	<p>Does the management program require that information regarding a contractor's method of selecting subcontractors be obtained and evaluated?</p> <p><b>Example Expectations:</b></p> <ol style="list-style-type: none"><li>1. Written guidelines requiring review of processes for selecting subcontractor(s).</li><li>2. Contractor documents showing review of subcontractor(s).</li></ol>		RP 75, 6.4; RP 2220	

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